

Procurement

MANUAL FOR ORDERING OFFICERS

Summary. This pamphlet provides guidance to ordering officers, who are authorized to obligate U.S. Government funds.

Applicability. This pamphlet applies to contracting offices in USAREUR.

Impact on the Unit Manning System. This pamphlet does not affect the Unit Manning System.

Internal Control Systems. This pamphlet is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

Forms. Only forms ending with the suffix "-R" may be reproduced locally on 8 1/2- by 11-inch paper through the servicing forms management office. Other forms will not be reproduced; they will be ordered by the unit or organization publications officer from the United States Army Printing and Publications Center, Europe, or as stated in the authorizing directive.

Interim Changes. Interim changes to this pamphlet are not official unless authenticated by the Adjutant General, USAREUR. Interim changes will be destroyed on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent of this pamphlet is the Office of the Principal Assistant Responsible for Contracting, HQ USAREUR/7A (AEAPR-PA-PL, 375-8117). Users may send comments and suggested improvements to this publication on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commanding General, USAREUR, ATTN: AEAPR-PA-PL, APO AE 09266.

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SECTION I INTRODUCTION

1. PURPOSE

This pamphlet provides guidance to ordering officers. The term “ordering officer” does not include Blanket Purchase Agreement (BPA) callers or International Purchase Agreement Card (IMPAC) holders. Ordering officers may only be appointed by the chief of a contracting office. The ordering officer is authorized to obligate U.S. Government funds up to the amounts and for the purposes specified in their appointment letter.

2. GENERAL

This pamphlet contains instructions on purchasing methods ordering officers may use. The ordering officer appointment letter provides specific authority and limitations. This pamphlet will not be used to increase, restrict, or deviate from any provision of the Federal Acquisition Regulation (FAR), the Defense FAR Supplement (DFARS), the Army FAR Supplement (AFARS), or USAREUR Regulation 715-2, USAREUR Acquisition Regulation. This pamphlet is not intended to amplify, clarify, or interpret the contents of those acquisition publications.

3. STRUCTURE AND USE OF THE PAMPHLET

Information in Sections I through III applies to all ordering officers. Sections IV through VI contain specific commodity ordering officer information. AFARS 17.9006 provides additional guidance for appointing Job Order Contract ordering officers.

4. REFERENCES

Appendix A lists publications referenced in this pamphlet and/or publications that should be readily available, as appropriate, to the ordering officer.

5. EXPLANATION OF ABBREVIATIONS AND TERMS

Appendix A defines abbreviations and terms.

6. DISTRIBUTION

Contracting officers will furnish a copy of this pamphlet to each ordering officer. Contracting officers will also make this pamphlet available to receiving activities. Copies of this pamphlet are available on the US Army 5th Signal Command home page (www.5sigcmd.army.mil) or may be obtained through normal publication supply channels.

SECTION II SELECTION, APPOINTMENT, AND TERMINATION OF ORDERING OFFICERS

1. SELECTION

Any U.S. Government employee, military or civilian, may be appointed as an ordering officer, if:

- a. The chief of the contracting office declares in writing that the appointment of an ordering officer is essential for the efficient operation of the contracting mission.
- b. The individual selected for appointment has the necessary experience, training, education, business acumen, and ethics.
- c. The individual has the time available each day to perform ordering officer functions.

- d. The ordering officer's duty station is located outside the contracting office.
- e. The individual is not a finance and accounting officer, disbursing officer, paying agent, property book officer (PBO), accountable officer, Acquisition Management Staff Officer (AMSO), or Contracting Officer's Representative (COR) on assigned contracts, and personnel will not be assigned such duties after appointment.
- f. The individual has successfully completed the course of training and testing prescribed by USACCE. Field ordering officers, using Standard Form 44, may complete scenario-based training at the local contracting office.

2. AUTHORIZED FUNCTIONS

An ordering officer may be appointed to:

- a. Make purchases not to exceed \$2,500 using Standard Form (SF) 44, within the limitations prescribed in this pamphlet.
- b. Place delivery orders against indefinite delivery type (IDT) contracts, to include Job Order Contracts, in accordance with the terms of the contract.
- c. Place calls not to exceed \$25,000 against IDT contracts for preparing personal property for shipment and Government storage and for performing intra-city or intra-area movements, in accordance with the terms of the contract.

3. APPOINTMENT

The ordering officer will be appointed in writing, specifically stating their authority and limitations. The ordering officer must acknowledge the appointment in writing within 10 workdays after receipt.

4. REDELEGATION OF AUTHORITY

Ordering officers may not redelegate their authority, however, an interpreter may provide assistance.

5. ALTERNATE ORDERING OFFICERS

Chiefs of contracting offices may appoint alternate ordering officers under Indefinite Delivery Type contracts, who shall act only in the absence of the primary ordering officers.

6. ORIENTATION AND INSTRUCTION

Chiefs of contracting offices shall provide ordering officers with orientation and instruction in their duties before or at the time of appointment. Copies of the certification of testing will be maintained in the contracting office in the ordering activity file. Unless otherwise specified, the certification will be valid only within USAREUR. Retraining and retesting is not required unless the ordering officer is to be appointed under a different type of contract. (For example, an ordering officer trained and appointed to use SF 44 would have to be retrained if appointed as an ordering officer under an IDT contract.)

7. STANDARDS OF CONDUCT

- a. Personnel engaged in contracting activities must conduct business dealings in a manner above reproach. They must protect the Government's interest and maintain its reputation for fair dealings with contractors. DOD Directive 5500.7-R, Joint Ethics Regulation, set forth standards for conduct for personnel engaged in contracting and related activities. Ordering Officers must coordinate with the local Office of the Staff Judge Advocate (OSJA) for mandatory annual ethics training.
- b. Ordering Officers who have a direct or indirect financial interests that would result in a conflict

between their private interests and the public interests of the U.S. Government must advise their supervisors and the appointing authority for appropriate action. Ordering officers must execute Office of Government Ethics (OGE) Form 450, Confidential Financial Disclosure Report, which will be maintained by the OSJA.

8. REVIEW OF ORDERING OFFICERS

Ordering officers are under the technical supervision of the appointing authority and are therefore subject to surveillance by the appointing authority. The USAREUR contracting office that appointed the ordering officer will perform annual reviews of ordering officer actions and files. A sample template for reviews is at Appendix B. The template/review may be tailored by the contracting office based on the authority delegated to the individual. The report shall be maintained in the file by the ordering officer for one year. The ordering officer will annotate corrective actions taken on any deficiencies noted during reviews.

9. TERMINATION OF APPOINTMENT

The ordering officer should request termination of appointment from the appointing authority at least 30 days prior to reassignment or separation from service.

SECTION III

GENERAL RESPONSIBILITIES AND LIMITATIONS FOR ORDERING OFFICERS

1. METHODS OF PURCHASE

Ordering officers may use only the methods of purchase specified in their appointment letter, and for which they have been tested and trained. Ordering officers may be authorized to use more than one method of purchase, in which case they must consider all factors and use the method most suitable to fill the requirement.

2. MONETARY LIMITATIONS

Ordering officers shall not exceed monetary limitations specified in their appointment letter. Ordering officers shall not split requirements to avoid dollar limitations. When purchases are made in foreign currency, the dollar amount of purchase will conform to the budget rate announced by the Deputy Chief of Staff, Resource Management (DCSRM), USAREUR (AEAGF-PB, 370-8661). If budget rates for certain appropriations or currencies have not been established, the monthly obligation rate announced by HQ USAREUR/7A will be used. (In a deployed/contingency environment, budget rates or monthly obligation rates may not have been established. The supporting field finance office will establish conversion rates).

3. INFORMATION ON PURCHASE ACTIONS

Ordering officers must furnish information on orders to the contracting officer for reporting purposes. The monthly reporting periods are 21 January through 20 February, 21 February through 20 March, etc., except for September, where the reporting period is 21 August through 30 September. The information must reach the contracting office by the 24th day of the month, except September data, which must reach the contracting office by 5 October. Expenditures will be in U.S. dollars. Purchases made in foreign currency must be converted at the appropriate rate (see Section III, paragraph 2, above). Failure to submit the report may result in termination of the ordering officer's appointment.

4. INITIATION OF PURCHASES

Ordering officers may initiate a purchase action on receipt of a DA Form 3953 (Purchase Request and Commitment) or other form that contains the required information. DA Form 3953 should be screened in accordance with USACCE SOP 12. Required information includes:

- a. A description of the supplies or services required, including unit of measure, quantity, estimated amount, and statement of work/technical specifications.

- b. A required delivery date for supplies or a performance period for services, and a delivery point.
- c. The signature and date of the persons authorized to request and approve the purchase. Ordering officers must ensure that an authorized individual signed the DA Form 3953.
- d. A certified fund citation. When bulk funding is used (see paragraph 5, below), the certification of availability of funds is not required (funds were certified as available on the original bulk funding DA Form 3953). However, the number and date on the original bulk funding DA Form 3953 should be indicated on the instant DA Form 3953. A bulk fund obligation record must be maintained current at all times.

5. BULK FUNDING

- a. Bulk funding should be used as much as possible. The decision to use bulk funding is made by the requiring activity's resource management officer.
- b. Bulk funding is particularly useful when numerous purchases are made under the same appropriation data. Ordering officers will receive a DA Form 3953 from the requiring activity that provides the accounting classification and dollar amount available, signature of the fiscal officer certifying the funds, approving signature of the commanding officer or authorized designee, a description of the supplies or services authorized to be ordered with the fund citation, and the time during which the money is available for obligation.
- c. Ordering officers must maintain a record of individual obligations and close out the bulk-fund authorization either when the funds are exhausted or when the period for which the funds were furnished has expired, whichever occurs first. When the bulk fund authorization is closed out, a copy of the record of each obligation and any unobligated balance must be furnished to the fund certifying officer.

6. RATIFICATION OF UNAUTHORIZED COMMITMENTS

Only contracting officers, ordering officers, Blanket Purchase Agreement (BPA) callers, and International Merchant Purchase Authorization Card (IMPAC) holders, acting within the authority and limitations of their appointment, may obligate U.S. Government funds. Persons who make unauthorized commitments or purchases may be held financially liable; this includes ordering officers acting outside the scope of their authority. The fact that a requirement may be authorized for local purchase and funds are available, or is an "emergency", does not allow circumvention of established statutory and regulatory purchasing procedures. Ordering officers may not approve, confirm, or sanction commitments made by unauthorized personnel.

7. FILES

Ordering officers will maintain files that contain, as a minimum, the following:

- a. A copy of the appointment letter.
- b. A copy of this pamphlet.
- c. An original of each DA Form 3953 (or other authorization) received.
- d. A signed copy of each purchase document issued.
- e. Documentation of annual JER training and completion of OGE Form 450, Confidential Financial Disclosure Report (see Section II, paragraph 7).
- f. Any other information necessary to document the performance of duties (i.e., memorandum for record).

8. UNAUTHORIZED ACTIONS

Ordering officers shall not:

- a. Make classified purchases (confidential or higher).
- b. Issue written solicitations.
- c. Use any method of purchase other than those authorized in the appointment letter, and for which they have not been trained and tested.
- d. Make any purchase exceeding the dollar amount specified in the appointment letter.
- e. Split requirements to avoid dollar or other limitations in the appointment letter.
- f. Make purchases of supplies or services for which a fixed price cannot be obtained before issuance of an order.
- g. Use DD Form 1155, Order for Supplies or Services for any purpose except for delivery orders under IDT contracts.
- h. Place orders or calls under basic agreements, basic ordering agreements, or any contracts other than assigned IDT contracts.
- i. Place orders under a Blanket Purchase Agreement (BPA) unless designated as a BPA caller by the contracting officer who administers the BPA.

SECTION IV

ORDERING OFFICERS AUTHORIZED TO USE SF 44 (Field Ordering Officers and Army Aviators/Masters of Vessels)

1. APPLICABILITY OF SECTION

This section contains instructions for ordering officers authorized to make purchases using SF 44. Ordering officers must follow the general instructions in Section III, as well as the instructions in this section.

2. CONDITIONS FOR USE

Ordering officers appointed to make purchases using SF 44 shall ensure:

- a. The total amount of the purchase is \$2,500, or less.
- b. No other authorized method for purchase is more suitable.
- c. Supplies or services are immediately available.
- d. Only one delivery and one payment will be made.

At Appendix C is a list of authorized and unauthorized purchases.

3. CONTINGENCY OPERATIONS, HUMANITARIAN ASSISTANCE OPERATIONS, EXERCISES, PARTNERSHIP FOR PEACE (PFP) PROGRAM, AND THE MILITARY TO MILITARY CONTACT PROGRAM

a. Field Ordering Officers (FOO) are an important extension of the contracting office and a vital multiplier for commanders in the field. Ordering officers may encounter situations in which the recurring use of the SF44 and accompanying cash payment made by a paying agent is the only feasible method to procure supplies or services. It may not be possible or practical for a contracting officer to establish other means of conducting business, such as purchase orders or BPAs.

b. The Military to Military Contact Program covers transportation, lodging, and per diem for foreign visitors, as well as for U.S. personnel on contact teams. Ordering officers must ensure familiarity with applicable funding rules in order to apply proper funds to purchases. See USAREUR Reg 360-1, USAREUR Community Relations Program and AR 37-47, Representational Funds of the Secretary of the Army, for expenditure authorities. The Program proponent is the Office of the Deputy Chief of Staff for Operations, Joint Contact Team Program Branch, 370-8978.

c. Standing Operating Procedure 20 (and supplements thereto) provide guidance for field ordering officers during contingency contracting operations.

4. ARMY AVIATORS AND MASTERS OF ARMY OWNED/OPERATED VESSELS

Army aviators and masters of Army owned or operated vessels may make emergency purchases or supplies and services using SF 44, pursuant to certain conditions (AFARS 1.603-1-90(b)(2)). Purchases are not subject to the restrictions in this pamphlet. Ordering officer appointments are not required. Personnel authorized by the unit commander on a DD Form 577 (Signature Card) will be issued SF 44s by an USAREUR contracting office, as required.

5. DELIVERY

Ordering officers may pick up the items from the vendor or request that the vendor deliver the items to the receiving activity.

6. PROCEDURES

a. SF 44 will be requisitioned and stocked at USAREUR contracting offices.

b. Within 15 days of the end of an exercise, a copy of all SF Form 44s issued to the ordering officer will be returned to the servicing contracting office. The ordering officer must also provide: invoices/receipts, obligation record, copies of bulk funding documents, and a copy of each purchase request. The forms will be reviewed by the contracting office. If an improper purchase has been made, the contracting office may notify the servicing finance office and request recoupment of the funds. The ordering officer's commander may be notified.

c. USAREUR Regulation 37-44 provides policies and procedures for paying agents during contingency operations and training exercises.

7. PREPARATION AND DISTRIBUTION

The SF 44 is a multipurpose form used as a purchase order, receiving report, vendor's invoice, and public (payment) voucher. Instructions for preparing SF 44 are at Appendix C.

a. Ensure all copies of the form are legible. The form may be handwritten using ballpoint pen.

b. A procurement instrument identification number will be used by the ordering officer, as directed by the contracting office.

c. Distribute copies of the SF 44 as follows:

(1) Copy 1. Give copy 1 to the vendor as the invoice, or it may be used as an attachment to the vendor's commercial invoice. If the vendor uses the SF 44 as the invoice, obtain the vendor's signature on the copy. Provide the copy to the disbursing officer or paying agent. When paying cash at the time of purchase, the paying agent will check the block "Payment Received" and insert the amount, have the vendor sign and date thereunder, and check the block "Paid by Cash" at the bottom of the form.

(2) Copy 2. Give copy 2 to the vendor for a record of the order.

(3) Copy 3.

(a) When supplies are picked up, complete the receiving report section. Provide copy 3 to the disbursing officer or paying agent; include copy 1 if signed by the vendor as the invoice (may also include the vendor's commercial invoice).

(b) When the vendor will deliver supplies or services, send copy 3 to the receiving activity. When delivery is made, the receiving activity will complete the receiving report section and forward copy 3 to the disbursing officer or paying agent.

(4) Copy 4. Retain copy 4 in the SF 44 book.

d. Ask the finance and accounting officer to enter the order number of the completed SF 44 on the check for payment. This will allow the vendor to identify the transaction if payment is not made in the field by a paying agent.

8. OBTAINING PRICES

Competitive price quotations are not required if the price is considered fair and reasonable. Purchases should be rotated among qualified suppliers. Whenever feasible, the ordering officer should obtain an oral quotation from another vendor before placing a repeat order. Ask for prompt payment discounts from vendors.

9. TAX RELIEF AND INFORMATION ON ORDERS

a. Ordering officers should request tax relief for purchases made. Local tax relief procedures should be followed. If a vendor refuses to grant tax relief, ordering officers may waive the tax relief and issue the SF 44. Whether or not tax relief is granted, procure from the source that provides the lowest overall cost to the Government.

b. Ordering officers must furnish information to the servicing contracting office in accordance with Section III, paragraph 3. The report will state the number and the dollar amount of orders, segregated by supply and service, and the period covered by report.

SECTION V

ORDERING OFFICERS AUTHORIZED TO PLACE DELIVERY ORDERS UNDER IDT CONTRACTS

1. APPLICABILITY OF SECTION

This section contains instructions to ordering officers appointed to issue delivery orders under IDT contracts, when contracts permit and orders issued are within any contract limitations. Ordering officers must follow the general instructions in Section III, as well as the instructions in this section. Special instructions in this pamphlet relating to issuance of calls and delivery orders under preparation of personal property for shipment or storage contracts in Section VI must be followed in addition to instructions in this section.

2. CONDITIONS FOR USE

Ordering officers appointed to issue delivery orders under IDT contracts may issue orders within monetary limitations specified in the contract and their appointment letter. Ordering officers can not modify the basic contract, however, they may modify the delivery orders they have issued.

3. PREPARATION AND DISTRIBUTION OF DELIVERY ORDERS

Prepare DD Form 1155 in accordance with the instructions at Appendix D. Send one copy of the delivery order on the date of issue to the contracting office from which appointed. When contract terms require, send a copy (or more if required by contract terms) of each delivery order on the date of issue to the office that established the contract.

4. DISPUTES

Ordering officers have limited authority for administration of the orders. If a disagreement arises which the ordering officer is unable to resolve, promptly refer the matter in writing to the contracting officer who awarded the contract. If the disagreement cannot be mutually resolved between the contracting officer and the contractor, it will be decided unilaterally by the contracting officer. Even if the contractor intends to appeal the decision, they are required to proceed diligently with performance in accordance with the contracting officer's decision.

5. INFORMATION ON DELIVERY ORDERS ISSUED

Ordering officers must furnish information to the servicing contracting office in accordance with Section III, paragraph 3. The report will state, by contract number, the number and the dollar amount of orders issued, segregated by supply and service, and the period covered by report.

APPENDIX A REFERENCES

Federal Acquisition Regulation (FAR)	www.acq.osd.mil/dp/dars
Department of Defense Federal Acquisition Regulation Supplement (DFARS)	www.acq.osd.mil
DOD 4500.34-R, Personal Property Traffic Management Regulation, with USEUCOM Supplement	web7.whs.osd.mil/dodiss/publications/pub2.htm
DOD 5500.7-R, Joint Ethics Regulation	web7.whs.osd.mil/dodis/publications/pub2.htm
DFAS Regulation 37-1, Finance & Accounting Policy Implementation	www.asafm.army.mil/dfas
Army Federal Acquisition Regulation Supplement (AFARS)	www.sarda.army.mil/librarymain.htm
AR 55-71, Transportation of Personal Property and Related Services	www.usapa.army.mil
USAREUR Regulation 37-44, Class-A Agent and Ordering Officer Procedures during Contingency Operations and Training Exercises	www.5sigcmd.army.mil
USAREUR Regulation 715-2, USAREUR Acquisition Regulation	www.5sigcmd.army.mil
USACCE SOP 20, Contingency Contracting Operations	www.hq.usacce.army.mil

ABBREVIATIONS

AFARS	Army Federal Acquisition Regulation Supplement
CONUS	Continental United States
DCSRM	Deputy Chief of Staff, Resource Management, USAREUR
DFARS	Department of Defense Federal Acquisition Regulation Supplement
DOD	Department of Defense
EUCOM	European Command
FAR	Federal Acquisition Regulation
IDT	Indefinite Delivery Type
LN	Local National
PBO	Property Book Officer
PPSS	Preparation of Personal Property for Shipment or Storage
SF	Standard Form
SOP	Standing Operating Procedure
USACCE	United States Army Contracting Command, Europe
USAREUR	United States Army, Europe

TERMS

Paying Agent

An individual who disburses public funds as payment for supplies and services received by the Government as an agent of a finance officer.

Personal Services

The terms and conditions of a contract or order, or the manner of its administration, create an employer-employee relationship between the Government and the contractor's personnel. The Government is normally required to obtain its employees under civil service laws. A personal services contract circumvents those laws, unless Congress has specifically authorized acquisition of the services by contract. Therefore, during contract administration, contractor personnel should not be subject to the relatively continuous supervision and control of Government personnel.

APPENDIX BOrdering Officer Review

Ordering Officer _____ Rank _____ Tel # _____

Unit or Office _____

Alternate Ordering Officer _____ Rank _____ Tel # _____

Unit or Office _____

Date of Appointment _____

Date of this Inspection _____ Last Inspection _____

~~~~~

| <u>ITEM</u>                                                                                                                    | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|--------------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|
| 1. Did the Principal and Alternate Ordering Officer(s) have their appointment letter on file?                                  | .....      | .....     | .....      |
| 2. Was a copy of USAREUR Pamphlet 715-4 on file?                                                                               | .....      | .....     | .....      |
| 3. Did the Ordering Officer attend Joint Ethics Regulation briefing or review material annually?                               | .....      | .....     | .....      |
| 4. Were copies of IDT contracts to which appointed available?                                                                  | .....      | .....     | .....      |
| 5. Was the Ordering Officer redelegating their authority?                                                                      | .....      | .....     | .....      |
| 6. Was the Alternate Ordering Officer acting only in the absence of the Ordering Officer?                                      | .....      | .....     | .....      |
| 7. Were funds committed on PR&C or bulk funding document sufficient to cover each transaction prior to ordering?               | .....      | .....     | .....      |
| 8. Was fund control of commitments and obligations maintained in adequately?                                                   | .....      | .....     | .....      |
| 9. Were only authorized supplies/services ordered?                                                                             | .....      | .....     | .....      |
| 10. Were monetary limitations being observed?                                                                                  | .....      | .....     | .....      |
| 11. Was there evidence of splitting requirements to avoid monetary limitations?                                                | .....      | .....     | .....      |
| 12. Were delivery orders, and modifications thereto, if applicable, prepared correctly, and in accordance with contract terms? | .....      | .....     | .....      |
| 13. Were copies of delivery orders furnished to the administrative contracting office in a timely manner?                      | .....      | .....     | .....      |

| <u>ITEM</u>                                                                     | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|---------------------------------------------------------------------------------|------------|-----------|------------|
| 14. Was evidence of delivery/performance available for completed orders?        | .....      | .....     | .....      |
| 15. Were files properly labeled and maintained?                                 | .....      | .....     | .....      |
| 16. Are correct/timely procurement reports submitted to the contracting office? | .....      | .....     | .....      |
| 17. Was corrective action taken on deficiencies noted during previous reviews?  | .....      | .....     | .....      |

FINDINGS/COMMENTS

Note: This checklist serves as a basic guide. Other items, unique to the method of procurement, will be reviewed

Reviewer \_\_\_\_\_  
Office \_\_\_\_\_  
Tel # \_\_\_\_\_

## Recommended Corrective Actions for Deficiencies Noted During Reviews

| <b>Deficiency</b>                                                                                                                                                                                                                                        | <b>Recommended Corrective Action</b>                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Order executed without sufficient, written commitment of funds.                                                                                                                                                                                          | Terminate appointment or authorization.                                                                                      |
| Order in excess of monetary limitation.<br>Order for unauthorized supplies or services.                                                                                                                                                                  | Suspend appointment or authorization a minimum of 30 days. Lift suspension only after retraining session.                    |
| Failed to document and maintain files on Orders.<br>Delegated authority to others.<br>Used incorrect exchange rate for currency conversion.<br>Split requirements to avoid monetary limitations.<br>Failed to submit correct/timely procurement reports. | Reinspect in 30 to 60 days. If not corrected, suspend individual for 30 days. Lift suspension only after retraining session. |
| Other deficiencies.                                                                                                                                                                                                                                      | Check for corrective action at next review.                                                                                  |

**APPENDIX C**

**DA FORM 3953 (PURCHASE REQUEST AND COMMITMENT)**

This appendix provides sample completed DA Form 3953 (Purchase Request & Commitment).

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Figure C-1. Sample Completed DA Form 3953 (Purchase Request & Commitment)



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**APPENDIX D****STANDARD FORM 44 (SF 44) (PURCHASE ORDER-INVOICE-VOUCHER)**

This appendix provides instructions for preparing SF 44 (Purchase Order-Invoice-Voucher). Figure D-1 is a sample completed SF Form 44.

**DATE OF ORDER:** 2-position numeric year, 3-position alphabetic month, and 2-position numeric day.

**ORDER NO.:** See Pamphlet, Section IV, paragraph 6b.

**PRINT NAME AND ADDRESS OF SELLER:** Print full business name and address of the seller.

**FURNISH SUPPLIES OR SERVICES TO:** Name and address of the ordering activity.

**SUPPLIES OR SERVICES:** List items individually. General descriptions such as "hardware" are not acceptable. Also indicate amount of value-added tax excluded.

**QUANTITY, UNIT PRICE, AND AMOUNT:** Unit price, amount, and total must be in the currency paid.

**TOTAL:** Self-explanatory.

**DISCOUNT TERMS:** Enter cash discount terms, if applicable.

**AGENCY NAME AND BILLING ADDRESS (PAYOR):** Name and address of the paying finance office (office where paying agent drew funds).

**ORDERED BY:** Sign, with the title "Ordering Officer."

**PURPOSE AND ACCOUNTING DATA:** Enter the complete accounting classification, and the current conversion/monthly obligation rate and amount in U.S. dollars (equivalent to foreign currency).

**PURCHASER SECTION:** Complete these blocks only for over-the-counter delivery of items. Be sure copies 1, 2, and 3 are signed by the individual who receives the supplies or services. The FOO may have to receive the supplies or services.

**SELLER SECTION:** The vendor completes this section.

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Figure D-1. Sample Completed SF Form 44 (Purchase Order-Invoice-Voucher)

**EXAMPLES OF AUTHORIZED PURCHASES**

(Contingency Operations, Humanitarian Assistance Operations, Peacekeeping Operations, and Exercises).

**Purchases are subject to obtaining local purchase authority and observing restrictions on purchases of particular commodities.****Supplies**

Lumber (not in CR)  
 Construction Material  
 Furniture  
 Office Equipment (not Information Technology)  
 Medical Supplies  
 Sanitation Items  
 Appliances  
 Non-standard supplies  
 Training Aids  
 Emergency Supplies  
 Vehicle Rental (and POL) (Not in CR)  
 Local Transportation (busfare/taxi)  
 Latrine and shower facilities  
 Refuse Collection  
 Tolls  
 Gravel

**Services**

Vehicle Maintenance  
 Office Machine Repair  
 Information Technology Equipment Repair  
 Laundry (not in CR if QM Available)  
 Film Developing (not in CR)  
 Camera Repairs  
 Rental of Safehouse or Shelter Areas  
 Rental of Roadside Space for use as command post  
 Minor Roadside Repair of Military Vehicles

\* not in CR: not purchased in Central Region by FOOs

**EXAMPLES OF UNAUTHORIZED PURCHASES**

(Contingency Operations, Humanitarian Assistance Operations, Peacekeeping Operations, and Exercises)

**Supplies**

Rations and Subsistence using OMA Funds  
 Clothing  
 Personal Comfort Items  
 Information Technology Items (unless FOO has approved  
 IMAR and appointment letter authorizes purchase)  
 Plaques, mementos, and training certificates  
 Detonator Caps  
 Ammunition

**Services**

Medical and Dental Treatment  
 Construction  
 Utility Bills  
 Intelligence Information  
 Insurance  
 Printing Services and Related Supplies/Equipment  
 Telephone Bills (unless permitted by regulation)  
 Passenger Transportation on Commercial  
 Carriers  
 Place advertisements in newspapers, magazines,  
 or other media.  
 Personal Services (see glossary)

**APPENDIX E****DD FORM 1155 (ORDER FOR SUPPLIES OR SERVICES)**

This appendix provides instructions for preparing DD Form 1155 (Order for Supplies or Services). Figure E-1 shows a completed DD Form 1155.

- 1. CONTRACT/PURCH ORDER NO.:** Enter the identification number of the basic contract.
- 2. DELIVERY ORDER NO.:** Enter delivery order number as directed by chief of the contracting office. Delivery orders are numbered sequentially. Each IDT contract has its own unique set of delivery orders.
- 3. DATE OF ORDER:** Enter the date of the order (2-position numeric year, 3-position alphabetic month, 2-position numeric day).
- 4. REQUISITION/PURCH REQUEST NO.:** Enter the number of the DA Form 3953 (Purchase Request and Commitment) against which the order is issued. When there is more than one DA Form 3953, enter "see schedule" and follow instructions for block 19.
- 5. PRIORITY:** Leave blank.
- 6. ISSUED BY:** Enter the name and address of the ordering office.
- 7. ADMINISTERED BY:** Enter "see block 6".
- 8. DELIVERY FOB:** Check the applicable box. The free on board (FOB) point must be obtained from the contract.
- 9. CONTRACTOR:** Enter the full business name and address of the contractor exactly as stated in the contract.
- 10. DELIVERY TO FOB POINT BY:** If a single date of delivery is applicable to the entire order, enter that date. If there are multiple delivery dates, enter in this block "see block 19" and list the various delivery dates in block 19. Delivery dates and performance periods may not be altered from those listed in the contract.
- 11. MARK IF BUSINESS IS:** Leave blank.
- 12. DISCOUNT TERMS:** Enter the discount for prompt payment in terms of percentages and corresponding days allowed. The percentages will be expressed in whole numbers and decimals (for example, 3.25%/10 days; 0.50%/20 days). This information is obtained from the basic contract. Enter "net" when total amount is due.
- 13. MAIL INVOICES TO:** Enter "see block 15" or "see block #19" (when the COR will certify the invoice and forward to F&AO for payment, include COR address in block #19).
- 14. SHIP TO:** Enter the name and complete address of the activity to which items will be shipped.

- 15. PAYMENT WILL BE MADE BY:** Enter the name and address of the paying finance office.
- 16. TYPE OF ORDER:** Check the box "Delivery." Make no other entries in block 16.
- 17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE:** Enter the accounting classification applicable to the order exactly as shown on the DA Form 3953 and the total dollar amount using current budget rate. Indicate if partial or final obligation.
- 18. ITEM NUMBER:** Enter, in sequence, the item number (Contract Line Item Number (CLIN)), for each item of supply or service ordered.
- 19. SCHEDULE OF SUPPLIES/SERVICE:** Enter the line item description exactly as it appears in the contract. The ordering officer may only add administrative information such as performance locations or dates. When item 4 contains the entry "see schedule," enter the DA Form 3953 number applicable to line items on the schedule.
- 20. QUANTITY ORDERED/ACCEPTED:** Enter the total quantity ordered for the line item (CLIN). Do not exceed the quantity for each CLIN. Contact the contracting officer when within 15% of the CLIN quantity, if additional quantities are required.
- 21. UNIT:** Enter the unit of measure for each line item as listed in the basic contract.
- 22. UNIT PRICE:** Enter the unit price for each line item as listed in the basic contract.
- 23. AMOUNT:** Enter the total monetary amount (quantity times unit price) for each line item.
- 24. CONTRACTING/ORDERING OFFICER:** Sign in ink over a typed signature block.
- 25. TOTAL:** Enter the total monetary amount for all line items on the order.
- 26-42.** Leave blank.

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Figure E-1. Sample Completed DD Form 1155 (Order for Supplies or Services)

FOR THE COMMANDER:

OFFICIAL: B.B. Bell  
Major General, GS  
Chief of Staff

x  
Brigadier General, USA  
Adjutant General

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